

AUDIT COMMITTEE MEETING MINUTES
MAY 16, 2018

AUDIT COMMITTEE MEMBERS PRESENT: Moore, Hogan, Shay, Ferguson, Middleton, Clary, Rozell
AUDIT COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Shaw

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Stacey Benson-Doty, Sr. Audit Clerk

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – April 18, 2018
- 3) Audit Monthly Bills
- 4) Other Business
- 5) Adjournment

Chairman Moore called the meeting to order at 9:00 A.M.

A motion to accept the minutes of the April 18, 2018 Audit Committee meeting was moved by Mr. Shay, seconded by Mr. Rozell and adopted.

Summary of accounts payable by fund was distributed, attached. A motion to audit the monthly bills was moved by Mr. Rozell, seconded by Mr. Middleton and adopted.

The committee reconvened. A motion to pay all bills as audited was moved by Mr. Rozell, seconded by Mr. Middleton and adopted.

OTHER BUSINESS:

Several voucher questions were addressed relating to Public Health Handicapped Children's program expenses and rabies expenses.

DPW Trailer – Questioned \$3,500 to paint trailer. Mr. Shaw stated they received three quotes for this work. Quotes need to come through the Purchasing/County Administration not the DPW Shop. This is a trailer that DPW employees built to carry culverts. To date, DPW has spent approximately \$26,700 to build this trailer. The County Administrator explained how there was an issue last year with transporting culverts. Concerns were expressed over who authorized this, probably the former DPW Superintendent, and oversight. The new Superintendent should be made aware of all these types of issues.

Cyber Security Officer is attending a conference today in Saratoga Springs that she committed to prior to the changes made in the IT Department. The conference registration fee is a flat fee that includes a hotel room. A motion to allow overnight stay in Saratoga Springs for Cyber Security Officer attending conference was moved by Mr. Ferguson, seconded by Mrs. Clary and adopted.

Chair Request – Mr. Shaw, Budget Officer, has received a request from the Public Defender's Office for a new chair that costs \$1,000. His review limit is anything over \$400 currently and the new procurement policy is increasing that threshold to \$1,000. The Purchasing Coordinator has since found a mahogany chair that meets their needs for \$404. If the limit was raised to \$1,000, the Budget Officer would not have to approve.

A motion to adjourn was moved by Mr. Ferguson, seconded by Mr. Middleton and adopted. The meeting adjourned at 10:45 A.M.

Debra Prehoda, Clerk, Washington County Board of Supervisors

SUMMARY OF ACCOUNTS PAYABLE BY FUND

Submitted To Audit Committee For Approval

Meeting Dated 05/16/18

<u>FUND</u>	<u>AMOUNT</u>	<u>DATE</u>
GENERAL	\$558,362.53	05/16/18
SOLID WASTE	\$1,332.00	05/16/18
CAR POOL	\$7,925.37	05/16/18
COUNTY ROAD	\$19,939.47	05/16/18
COUNTY ROAD MACHINERY	\$121,526.16	05/16/18
SEWER DIST NO 1	\$7,348.00	05/16/18
SEWER DIST NO 2	\$13,274.97	05/16/18
CAPITAL CONSTRUCTION	\$99,522.92	05/16/18
<u>Workers Compensation</u>	\$14,323.00	05/16/18
<u>Health/Dental(MS)</u>	\$19.99	05/16/18
<u>TOTAL ALL FUNDS</u>	<u>\$843,574.41</u>	

SPECIAL AUDIT PAID 05/01/18

GENERAL	\$35,732.53	05/01/18
CAR POOL	\$902.35	05/01/18
COUNTY ROAD	\$494.07	05/01/18
COUNTY ROAD MACHINERY	\$3,005.40	05/01/18
SEWER DIST NO 1	\$50.34	05/01/18
SEWER DIST NO 2	\$3,011.36	05/01/18
<u>TOTAL</u>	<u>\$43,196.05</u>	

PRELIMINARY TOTAL AMOUNT PAID OUT OF AUDIT

WITH APPROVAL OF COUNTY AUDITOR

	<u>AMOUNT</u>	<u>DATE</u>
	<u>\$1,644,284.27</u>	04/18/180-5/15/18
<u>Grand Total Presented to Audit Committee</u>	<u>\$2,531,054.73</u>	05/16/18

TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE = 645